



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/5/2014	12/15/2014

TITLE: COFL-FF-EP-4.4.2-1 Competence Training & Awareness Procedure

Person responsible:	Program Manager	
Area of application:	Fleet Fenceline	
Document location:	www.fortlauderdale.gov/ESMS	
Revisions		
Rev. No.	Date	Description
001	7/28/16	Minor text updates
002		
Recurring action items ESMS		
Activity	Responsibility	Frequency
1. Develop training plan	FF Team/Program Manager	Annually
2. Provide training and refresher training as appropriate	ESMS Coordinator/ Program Manager	Annually and as needed
3. Job Specific Training	Area Supervisors/FF Team	Annually and as needed
4. Review training progress	ESMS Coordinator/ Program Manager/FF Team	Quarterly or as needed
5. Coordinate new employee training with Human Resources	ESMS Coordinator/ Program Manager	As needed



Procedure Index

- 1.0 Purpose
- 2.0 Scope
- 3.0 Responsibility
- 4.0 Definitions
- 5.0 Process
- 6.0 References / Related Documents

1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to environmental *Competence, Training and Awareness* for the City of Fort Lauderdale Fleet Fenceline.

2.0 Scope

- 2.1 This procedure is responsive to ESMS element **EP-4.4.2 Competence, Training and Awareness**, of the ISO 14001:2004 standard and covers operations of the Fleet Fenceline.
- 2.2 This procedure pertains to persons working for or on behalf of the Fleet Fenceline and the decisions that will influence activities, products and services of the facility.
- 2.3 Persons providing goods or services within the Fleet Fenceline includes full-time, part-time and temporary employees located at the Fleet Fenceline, as well as contract personnel working on the City's behalf or providing services.
- 2.4 The design and delivery of ESMS training program will ensure that personnel have the required competencies to effectively carry out the tasks and responsibilities associated with job descriptions defined in **COFL-FF-EP-4.4.1-1, Resources, Roles, Responsibilities and Authority Procedure**.

3.0 Responsibility

- 3.1 The **ESMS Core Team/Program Manager** is responsible for developing and maintaining the **COFL-FF-ED-4.4.2-3 Annual ESMS Training Plan**. The Annual ESMS Training Plan will ensure employee awareness, identify training needs and maintain the training schedule.
- 3.2 The **ESMS Coordinator** and **Program Manager** are responsible for evaluating and updating the Annual ESMS Training Plan, training materials and schedule at least annually to ensure its continuing adequacy.



- 3.3 The **ESMS Coordinator** and **Program Manager** will implement the Annual ESMS Training Plan by October of each year. The Human Resources Department is responsible for coordinating the scheduling and implementation of environmental training with **Area Supervisors**.
- 3.4 **Area Supervisors** shall determine competence for all employees whose jobs are associated with significant aspects. Only competent employees will be permitted to do work that is associated with significant aspects. When determining competence, Area Supervisors shall consider factors such as training, education, experience and observation.
- 3.5 The **ESMS Coordinator** will maintain the employee training records.
- 3.6 The **ESMS Coordinator** will maintain qualification/competencies and training contact records for City of Fort Lauderdale contractors, suppliers and vendors.

4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

- 5.1 **The Annual ESMS Training Plan will be divided into four categories:**
 - 5.1.1 **General ESMS Awareness** –City of Fort Lauderdale employees will receive basic ESMS training and ESMS training will be included in orientation training provided for new employees;
 - 5.1.2 **Job-Specific ESMS Training** – Significant Aspects and Standard Operating Procedures.
 - 5.1.3 **Emergency and Regulatory-Required Training** – Responders or those most likely to be exposed to an emergency situation
 - 5.1.4 **Contractor ESMS Training** – for approved contractors, suppliers, and vendors.
- 5.2 **General ESMS Awareness**
 - 5.2.1 The initial **General ESMS Awareness** training will be conducted for employees, especially employees that interact at the Fleet Fenceline. The **ESMS Core Team, FF Team, Program Manager** and **ESMS Coordinator** will coordinate and conduct the training.
 - 5.2.2 New employees receive **General ESMS Awareness** training as part of the New Employee Orientation training.
 - 5.2.3 Ongoing **General ESMS Awareness** training will be conducted according to the Annual ESMS Training Plan and will include training on the Fleet Fenceline's:
 - a) Citywide Environmental & Sustainability Management Policy
 - b) Significant Aspects and environmental impacts of work activities
 - c) Relevant Objectives, Targets and Programs



- d) Roles and Responsibilities
- e) General ESMS performance
- f) Environmental benefits of improved personal performance
- g) Potential consequences of deviating from operating procedures
- h) General emergency preparedness and response requirements

5.3 Job-Specific ESMS Training

- 5.3.1 Employees whose work may create a significant impact on the environment must have the necessary skills, experience and awareness to perform their duties in a manner that conforms to the City's Environmental & Sustainability Management Policy and Standard Operating Procedures under normal, abnormal and emergency working conditions.
- 5.3.2 **Job-Specific ESMS Training** for Standard Operating Procedures will be monitored and tracked by the **Program Manager** and coordinated with the **ESMS Coordinator**.
- 5.3.3 **Area Supervisors** will conduct **Job-Specific ESMS Training** on the Standard Operating Procedures for the employees under their supervision. The Area Supervisors will train their employees using training subject matter and material approved and/or provided by the **ESMS Core Team, Program Manager, FF Team** and **ESMS Coordinator**. **Area Supervisors** will ensure that **Job-Specific ESMS Training** is effective and relevant for employees whose work may create a significant environmental impact.
- 5.3.4 **Area Supervisors** shall determine and schedule **Job-Specific ESMS Training** for their employees upon initial assignment, reassignment to new duties and responsibilities, assignment of new tasks or annually as appropriate.

5.4 Emergency and Regulatory-Required Training

- 5.4.1 Employees who are directly involved in responding to an emergency situation or require regulatory training must have the necessary skills, experience and awareness to carry out the environmental activity.
- 5.4.2 Employees who are directly involved in responding to an emergency situation or who are more likely to be exposed to an emergency situation, as identified in the **COFL-FF-EP-4.4.7-1 Emergency Preparedness and Response Procedure**, will receive the necessary and required training per the specific emergency plans.

5.5 Contractor ESMS Training

- 5.5.1 Approved contractors, suppliers and vendors working on projects that involve significant environmental aspects on behalf of the City's Fleet Fenceline will be trained on the City's Fleet Fenceline ESMS; *Environmental Policy*; relevant *Objectives, Targets and Programs*; and appropriate Standard Operating Procedures. Contractor communication and training will be documented as per **COFL-FF-EP-4.4.6-2 Contractor Management Procedure**. **Records of competency are maintained by the Procurement Division.**



5.6 Competence

- 5.6.1 **Area Supervisors** and **FF Team** will determine the competence of employees based upon their observation and evaluation of the employee's ability to carry out environmental management functions.
- 5.6.2 A review of the ESMS training programs should not be completed until the competencies of the employees, who completed the training program, can be adequately observed. Whenever possible, employee competencies will be evaluated in the work setting.
- 5.6.3 As revisions and changes are required for ESMS procedures and Standard Operating Procedures, the **Program Manager** and **ESMS Coordinator** will revise the Annual ESMS Training Plan as necessary. Training on the revisions and changes will be directed by the **ESMS Coordinator** and **Program Manager** as specified in recurring action item no. 2 (this procedure).
- 5.6.4 Reassigned employees from other departments receive **Job-Specific ESMS Training** from the **Area Supervisors** as part of their new assignment.

5.7 Training Records

- 5.7.1 ESMS training for the City's Fleet Fenceline employees will be documented by use of the **COFL-FF-ED-4.4.2-2 (F) Training Sign-in Sheet**. The **Area Supervisors** conducting the training will forward the completed sign-in sheets to the **ESMS Coordinator**. The original sign-in sheets will be maintained by the **ESMS Coordinator** as ESMS records.
- 5.7.2 The ESMS Training records will be audited as per **COFL-FF-EP-4.5.5-1 Internal Audit Procedure**.

6.0 References / Related Documents

- 6.1 Individual Employee Training Records maintained by ESMS Coordinator
- 6.2 COFL-FF-EP-4.4.7-1 Emergency Preparedness and Response Procedure
- 6.3 COFL-FF-EP-4.4.1-1 Resources, Roles, Responsibilities and Authority Procedure
- 6.4 COFL-FF-EP-4.4.6-2 Contractor Management Procedure
- 6.5 COFL-FF-ED-4.4.2-2 (F) Training Sign-in Sheet
- 6.6 COFL-FF-EP-4.5.5-1 Internal Audit Procedure
- 6.7 COFL-FF-ED-4.4.2-3 Annual ESMS Training Plan
- 6.8 COFL-FF-ED-4.4.2-4 Competence, Training and Awareness Annual Review Maintenance